

## **POLICE OFFICER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

Work in this class involves limited phases and responsibilities of law enforcement and specialized police work in the prevention and investigation of juvenile crime. The work involves some element of personal danger and is performed in accordance with departmental rules and regulations. Employees receive work assignments from work is reviewed by a superior officer through observation and written reports.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Assists in patrol work;

Helps keep traffic moving;

Marks cars for overtime parking;

Answers questions for and directs the public;

Assists children, crippled, blind, or elderly persons in crossing streets, etc.;

Helps maintain order in crowds and at public gatherings;

Attends classes of instruction; reads and studies assigned materials; generally prepares for the better performance of assigned work;

Assists the District Attorney's Office and the Police Department in conducting investigations involving juvenile delinquents;

Investigates cases of abandoned and neglected children and makes referrals to social agencies;

Investigates shoplifting complaints;

Searches prisoners;

Works with juveniles, parents, guardians, schools, and juvenile courts in matters of delinquency and criminal activity. Counsels juveniles. Investigates crimes by and against juveniles. Makes arrest of juveniles. Maintains juvenile records.

Performs related duties as assigned or required.



**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must have completed a high school education or its equivalent;

After offer of employment, but before beginning work in this class, must pass a medical examination required by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must meet all other requirements for admission to tests as provided by the Municipal Fire and Police Civil Service Law.

Weight in proportion to height.

Must be not less than twenty-one (21) years of age.

MC	11-13-62
Rev	10-19-76
	04-19-77
	07-29-83
	06-06-91
	08-12-93
	01-05-95
	04-06-95
	06-04-98
	10-28-99